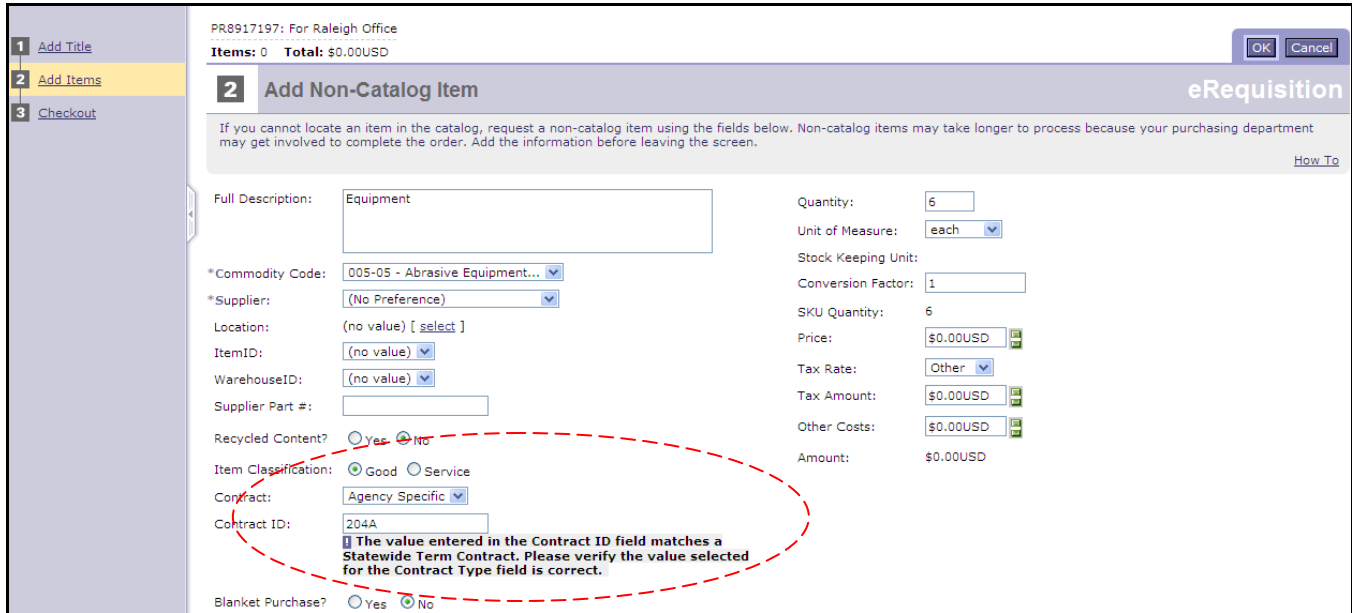


Contract ID Validation Job Aid

New functionality within NC E-Procurement includes a validation that will automatically occur when an **Agency Specific Contract ID** is entered when adding a Non-Catalog Item. If the validation finds that the entered Contract ID resembles a **Statewide** or **IT Convenience** Contract ID, a warning message will be displayed indicating that an update to the **Contract Type** or **Contract ID** may be necessary.



1. If the 'Contract' field is set to 'Agency Specific' and the 'Contract ID' entered resembles a Statewide or IT Convenience Contract ID, a warning message will be displayed indicating which Contract Type the entered Contract ID resembles.
2. To resolve the warning message in the pictured scenario, change the value in the 'Contract' field to 'Statewide'.
3. Once the 'Contract' field is set to 'Statewide', the warning message will no longer appear.

Note: In the pictured scenario, the validation found that the Contract ID entered resembles a **Statewide** Contract ID number. The warning message indicates that, "The value entered in the Contract ID field matches a Statewide Term Contract. Please verify the value selected for the Contract Type field is correct." If the warning message indicated that the Contract ID entered resembled an **IT Convenience** Contract ID, the user would need to change the value in the 'Contract' field to 'IT Convenience' to resolve the warning message.